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ABSTRACT

The policies and procedures described in this manual were developed to implement court-ordered desegregation transportation service for the interdistrict transfer plan. For the most part, these policies and procedures have been in effect since the beginning of the 1982-83 school year. The State Board of Education has acknowledged these policies but not formally adopted them to allow some flexibility in their administration. The Department of Elementary and Secondary Education will work cooperatively with the Voluntary Interdistrict Coordinating Committee and participating districts to provide effective, efficient, and safe transportation within the framework of the Settlement Agreement. The manual covers general provisions as well as provisions for starting, changing, and stopping transportation service, illness during the school day, part-time and ancillary transportation, activity transportation, student discipline, weather and emergency procedures, and accidents. Eleven forms for implementing the transportation program are appended. (LHW)

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St. Louis Metropolitan Voluntary Desegregation Transportation Program

POLICY AND PROCEDURE MANUAL

Voluntary Desegregation Transportation
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August 1986
Missouri Department of Elementary and Secondary Education

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TABLE OF CONTENTS

GENERAL PROVISIONS 3

Assignment of Pickup Locations 3
Ride Times 3
Appeal Procedures 3
Summer Transportation. 4

Summer School 4
School Sponsored Summer Activities 5
Student Orientation Sessions 6

Student Notification 6

STARTING, CHANGING AND STOPPING TRANSPORTATION SERVICE . . . 8
ILLNESS DURING THE SCHOOL DAY 11
PART-TIME AND ANCILLARY TRANSPORTATION 12
ACTIVITY TRANSPORTATION 13

Activity Transportation Prior to School Opening 13
Activity Transportation on School Days (St. Louis City) . 16
Activity Transportation on Non School Days and Late Night. 16

SPECIAL EXTRACURRICULAR ACTIVITY TRANSPORTATION 18
STUDENT DISCIPLINE 19
INCLEMENT WEATHER AND EMERGENCY SCHOOL CLOSING PROCEDURES . . 22
VEHICLE ACCIDENTS 24

EXHIBITS:

1. Student Notification Card. 25
2. Pupil Data Form - "ADD" 26
3. Pupil Data Form - "CHANGE" 27
4. Pupil Data Form - "DELETE" 28
5. Illness Transportation By Taxi 29
6. Request for Part-Time Program and Field Trip Transportation 30
7. Before School Transportation Report 31
8. Activity Transportation - St. Louis City. 32
9. Activity Transportation - Late Night 33
10. Activity Transportation - Late Night - Repeated Request. 34
11. Pupil Transportation Safety Violation Report 35

INTRODUCTION

These policies and procedures have been developed to implement court-ordered desegregation transportation service for the interdistrict transfer plan. For the most part, these policies and procedures have been in effect since the beginning of the 1982-83 school year.

There will undoubtedly be a need for changes and adjustment in these operating policies and procedures over time. The Department intends to work closely and cooperatively with all districts involved to provide adequate, safe and economical transportation service within the framework of court orders.

The State Board of Education has acknowledged these policies but not formally adopted them to allow some flexibility in their administration. If a district has a specific problem or circumstance where an adaptation of these policies seems appropriate, the Department will try to resolve the issue in a mutually satisfactory way.

The Department intends to work cooperatively with the Voluntary Interdistrict Coordinating Committee and participating districts to provide effective, efficient and safe transportation within the framework of the Settlement Agreement. If there is any question about these policies, their application or administration, please call the Desegregation Transportation Office at 821-8176.

GENERAL PROVISIONS

1. Transportation will be provided on a single round trip basis, for each student every day. Only students enrolled in the Voluntary Desegregation Transportation Program are eligible for transportation. (Parents will not be transported at any time.)

2. Transportation will be provided for all students living more than one mile from their school of attendance in the following manner:

   2.1. The routing system will be designed so that students are not required to travel unreasonable distances to their pickup point. In establishing pickup points, consideration will be given to a student's age, safety and the traffic conditions. Generally, pickup points will not be farther from students' homes than the following maximum distances:

      2.1.1. Grades K through five - 1/2 mile.

      2.1.2. Grades six through twelve - 1 mile.

   2.2. Routes will be designed to require ride times to be as short as possible. The maximum ride time (morning or afternoon) will be 90 minutes with a target average of not more than 60 minutes.

   2.3. Students must ride the same route and get on and off at the same stop in the morning and afternoon.

      2.3.1. If hardships or special circumstances are involved, a student may be transported to and from a child care location provided it is on an established route.

      2.3.2. Child care arrangements should be made for the complete school year.

3. Transportation service will be provided through the use of school buses, taxi cabs, private automobile contractors and Bi-State Transit Buses. Desegregation transportation personnel will evaluate various modes of transportation and determine which will be used, based on safety, economy and efficiency.

4. Parents may ask the Voluntary Desegregation Transportation Office to change transportation arrangements for their

child(ren). Desegregation transportation personnel, after consulting with the parent, will determine the most appropriate form of transportation service. Every effort will be made to accommodate special requests, consistent with these procedures. If a resolution is not reached between the desegregation transportation staff and the parent, the parent may appeal to the Executive Director of the Voluntary Interdistrict Coordinating Council. The Executive Director and the Assistant Director of Pupil Transportation will attempt to resolve the issue. If the issue remains unsolved, they may contact the Director of Pupil Transportation in Jefferson City.

5. Each participating school district shall designate a contact person who is knowledgeable about specific school and transportation schedules within the district.

6. Each participating school district shall provide the Desegregation Transportation Office with changes to buildings accepting transfer students and with changes in start and dismissal times for each building by July 1 annually. Also, a yearly school calendar shall be provided by August 1 annually.

7. Participating school districts shall provide the Desegregation Transportation Office with revised student information for the next school year not later than June 20 annually indicating all grade, school or other changes to student data.

8. Participating school districts shall provide to the Desegregation Transportation Office student data by July 1 annually for students added to the program. This data is to be furnished on the Pupil Data Form (See Exhibit 2).

9. Between July 1 and the beginning of the second semester, students may be added to the program only if they can be assigned a pickup location already assigned to a student attending the same school. If the transportation system is in a position to accommodate additional students at the beginning of the second quarter, schools will be notified.

10. Transportation service will be provided during the summer months as follows:

    10.1. Summer School

        10.1.1. Services will be provided to interdistrict transfer students who are identified by the school districts to participate in summer school programs meeting State Board of Education guidelines or Chapter I summer school programs.

10.1.2. Services will be provided to one elementary and/or one secondary site within each school district so that there are no more than two drop off points within each school district.

10.1.3. Each school district will coordinate their school openings to accommodate reasonable bus schedules.

10.1.4. Pickup points within the city will be established in a manner consistent with the child's welfare. No student will be required to walk unreasonable distances to the bus nor will bus stops be at locations that provide a hardship for students when compared to the stops used during the regular school year.

10.1.5. Pupils who may be transported to summer school shall be identified thirty (30) days prior to the first day of summer school and provided to the Desegregation Transportation Office.

10.1.6. If the school district prefers, the transportation office will build summer school routes similar to the after-school activity routes (the number per district will be determined after consulting with the district). This will eliminate the necessity of an early list of students requiring transportation.

10.2. School Sponsored Summer Activities

10.2.1. Transportation services will be provided to students attending required summer practices. "Required" means that a student must attend the summer practices to be a part of the team or group when school opens in the fall. This would include students participating in cheerleading and band type practices.

10.2.2. Transportation services will not be provided to students participating in activities that are not provided free and are not required.

10.2.3. Students participating in summer athletic practices will receive transportation services if the practice is required and provided free as well as meets the approved

standards of the Missouri State High School Activities Association for athletic practices.

10.3. All expenses for school sponsored summer activities (not including summer school) shall be charged to the Special Extracurricular Activity Transportation Budget except for the costs associated with the transportation to required practices just prior to the school year starting. The practices generally begin on or about August 15 annually and are approved by the Activities Association and/or the local board of education.

10.4. Student Orientation Sessions

10.4.1. It is hoped that school district administrators will coordinate general student body sessions so that all student classifications will attend at one time. This simple planning procedure will greatly reduce the time, effort and expense for the Desegregation Transportation staff at a time when all efforts should be directed toward building and refining regular routes.

10.4.2. Transportation to general student body orientation sessions will be provided as follows:

10.4.2.1. The service will be provided one time for each school district student classification during the summer (i.e., High school, Junior high).

10.4.2.2. Students will be picked up at three locations in the city as follows: Soldan High School, Scullin Elementary School and McKinley High School.

10.4.2.3. The school district will be responsible for notifying students of the date, time and location of pickup.

11. Students will be notified of their transportation arrangements for the regular school year as follows:

11.1. Student notification cards will be mailed by the Desegregation Transportation Office approximately two weeks prior to the opening of the school year. (See Exhibit 1)

11.1.1. Students not receiving notification seven (7) days prior to school opening should contact their building principal or desegregation coordinator.

11.2. As routes are modified during the school year, students will be notified as follows:

11.2.1. A revised notification card will be mailed when:

11.2.1.1. the route number or pickup location has been modified,

11.2.1.2. the pickup time is modified earlier by five (5) minutes or more,

11.2.1.3. the pickup time is modified later by ten (10) minutes or more.

12. School district officials may express concerns relative to all transportation services provided by the Desegregation Transportation Program to the Desegregation Transportation Office. The Assistant Director of Pupil Transportation or his designee will evaluate the concern and the alternatives. Every effort will be made to eliminate the areas of concern, consistent with these procedures. If a resolution is not reached between the desegregation transportation staff and the school official, the school official may appeal to the Executive Director of the Voluntary Interdistrict Coordinating Council. The Executive Director and the Assistant Director of Pupil Transportation will attempt to resolve the issue. If the issue remains unsolved, the school official may appeal to the Director of Pupil Transportation, Missouri Department of Elementary and Secondary Education, Box 480, Jefferson City, Missouri 65102, 314-751-2626.

STARTING, CHANGING AND STOPPING TRANSPORTATION SERVICE FOR THE REGULAR SCHOOL YEAR

1. Adding a student.

1.1. A student not currently being transported must be added by the receiving school district.

1.2. A PUPIL DATA FORM (See Exhibit 2) must be completed by the receiving school district and sent to the Desegregation Transportation Office before transportation service can be scheduled.

1.3. Upon receipt of the Pupil Data Form, the Desegregation Transportation Office will make the necessary routing and scheduling arrangements and notify the parents and receiving school district.

1.4. Scheduling should be completed and implemented within five (5) working days from the date of receipt of the Pupil Data Form in the Desegregation Transportation Office.

1.5. Instructions for completing the Pupil Data Form for a new student are as follows:

1.5.1. Mark the ADD box in the upper right hand corner of the Pupil Data Form. This code is important because it is used in the data processing system.

1.5.2. Type or print clearly all information in Section I - Pupil Data, and Section II - School Data.

1.5.3. All information must be given accurately.

1.5.4. The county-district and building codes must be completed in Section II. These code numbers can be found in the current edition of the Missouri School Directory.

1.5.5. The section labeled "For Department Use Only" must be left blank.

1.5.6. When the Pupil Data Form is completed, the white and green copies are forwarded to the Desegregation Transportation Office, the yellow and pink copies to the Coordinating Council Office and the gold copy retained.

2. Changing Information for a student.

2.1. When a student has a change of address or other information, the Desegregation Transportation Office must be notified by use of the Pupil Data Form by the receiving school district.

2.2. A revised Pupil Data Form must be received by the Desegregation Transportation Office before transportation service can be rescheduled.

2.3. Upon receipt of the Pupil Data Form, the Desegregation Transportation Office will make the necessary routing and scheduling revisions and notify the parent and receiving school districts.

2.4. Rescheduling should be completed and implemented within five (5) working days from the date of receipt of the revised Pupil Data Form in the Desegregation Transportation Office. If proper notification is given to the Desegregation Transportation Office prior to the change of address, no unnecessary disruption in transportation will occur.

2.5. Instructions for completing a revised Pupil Data Form are as follows: (See Exhibit 3)

2.5.1. Mark the CHANGE box in the upper right hand corner of the form. This code indicates a change in pupil data.

2.5.2. Type or print clearly all necessary information.

2.5.3. Enter the students name, birthdate, address, school district and building of attendance, as well as any changed information. Please circle all changed information to aid the Desegregation Transportation staff.

2.5.4. If there is a change of address, there should also be a zip code change.

3. Deleting a student.

3.1. The Desegregation Transportation Office should be notified immediately by use of the Pupil Data Form when a student drops from the program or indicates transportation is no longer required by the receiving school district.

3.2. Instructions for completing the Pupil Data Form for a dropped student are as follows: (See Exhibit 4)

3.2.1. Mark the DELETE box in the upper right hand corner of the form to indicate the student is to be dropped.

3.2.2. Type or print clearly the students name, birthdate, address, school district and building of attendance.

ILLNESS DURING THE SCHOOL DAY

1. In the rare instance that a child becomes ill during the school day and in the judgement of the building principal the child should be returned home, the following procedures should be followed:

    1.1. The principal should determine that there is a responsible adult to receive the child.

    1.2. The principal should contact St. Louis County Cab (Mary Gregerson) at 991-5544.

    1.3. The principal must complete the Illness Transportation By Taxi Cab Form (Exhibit 5).

    1.4. The principal should retain the white (top) copy and give the yellow (bottom) copy to the taxi driver.

    1.5. The taxi driver will take the student to the door of the home and require the receiving adult to sign the yellow copy.

    1.6. The principal should always remind the taxi driver not to leave the child unattended. If an adult is not found at home, the driver should call the principal for further directions.

PART-TIME AND ANCILLARY TRANSPORTATION

1. The Voluntary Desegregation Plan includes provisions for certain part-time and ancillary integrative programs. Transportation services will be provided by the Desegregation Transportation Office for these programs.

2. The program coordinator or building principal must request transportation service a minimum of ten days prior to the date of the trip by use of the Request for Part-Time Program and Field Trip Transportation Form (Exhibit 6).

3. The part-time program staff will schedule transportation service directly with the school bus contractor authorized by the Assistant Director of Pupil Transportation.

4. Instructions for completing the Request for Part-Time Program and Field Trip Transportation Form are as follows:

    4.1. Type or print clearly all requested information.

    4.2. Be specific concerning pickup location (i.e.,front door on Adams Street).

    4.3. Determine the proper departure time to ensure arriving at the destination on time.

    4.4. Indicate the approximate return time.

    4.5. The number and grade level of pupils are imperative because they determine the size and/or number of school buses required.

    4.6. All trips must be chaperoned by an adequate number of adults. At least one certified teacher must accompany each group.

    4.7. The program coordinator or principal must sign the form for transportation service to be scheduled.

    4.8. The first 2 copies of the form should be sent to the authorized contractor. The pink copy should be sent to the Desegregation Transportation Office. The last copy (gold) should be retained by the person completing the form.

5. The faculty sponsor must be responsible for the actions of students on the bus.

ACTIVITY TRANSPORTATION

The Settlement Agreement includes provisions for school-sponsored extracurrricular activities. Orders from the court further specify that activity transportation shall be provided on days that school is not in session, but only on a single round trip basis per day. Therefore, after-school activity transportation service will be provided to junior and senior high schools. After school activity transportation not specifically being accommodated through the Desegregation Transportation Office (i.e. elementary schools) may be provided through the Special Extracurricular Transportation Fund.

1. Activity transportation prior to school opening

    1.1. Transportation for students to attend school sponsored activities prior to the school year opening, will be provided by St. Louis County Cab. Transportation service will be provided to students on a single round trip basis per day. The principal or program coordinator shall arrange for transportation services with St. Louis County Cab. The transportation report form (see Exhibit 7) must be completed so that appropriate documentation for payment is available. The trip number assigned by the taxi company must be placed on the form by the person ordering service. This form must be forwarded to the Desegregation Transportation Office the first day that school is in session.

2. Activity transportation on school days - St. Louis County School Districts - Junior and Senior High Schools.

    2.1. General provision

        2.1.1. The after school activity routes will operate on a daily basis each day that school is in session unless the school district indicates that they are not necessary. These routes will operate on a consistent basis. After these routes have been operated for approximately the first month of school, it will be possible for a district to communicate with the Assistant Director of Pupil Transportation to determine if there are modifications to better serve students. Any modifications would naturally be long term. The maximum number of pickups within a given district will be two. In unusual circumstances, modification to schedules will be considered by the Assistant Director of Pupil Transportation. Each route will run a predetermined course within the City of St.

Louis. This route will be in a circular pattern. The bus drivers will stop at all designated stop locations on each run. The principal or program coordinator assumes the responsibility of instructing the students as to the stop point nearest to their residence.

2.2. Specific instructions

2.2.1. The after school activity routes will begin operation on the first day of school unless instructions from the principal indicate otherwise. The principal or program coordinator will be responsible for the following:

2.2.1.1. Authorize students to ride the activity routes.

2.2.1.2. Indicate to each student what route to ride.

2.2.1.3. Indicate to each student where their stop location will be.

2.2.1.4. Contact the Desegregation Transportation Office concerning those days when service will not be necessary, at least five days in advance.

2.2.1.5. Contact the Desegregation Transportation Office concerning days that school will not operate on a regular time schedule at least five days in advance.

2.2.1.6. Until a problem is encountered, bus drivers will allow all students to ride the activity bus. If this procedure presents a problem, it may be necessary to require the principal to supply a daily list of authorized riders.

2.3. The routes will operate as follows unless a modification is requested by the desegregation coordinator:

2.3.1. Route 1

2.3.1.1. North on Grand, Southeast on Broadway, West on Bremen, South on 20th, West on

Farrar, South on Jefferson, East on Market, South on Tucker Blvd., South on Gravois, North on Grand.

2.3.1.2. North on Kingshighway, East on West Florissant, South on Pope, South on Newstead, West on Magnolia, North on Kingshighway.

2.3.1.3. North on Skinker, East on Delmar, North on Goodfellow, East on Riverview, South on Broadway, West on McClaran, South on Riverview, East on W. Florissant, South on Plover, East on Lillian, South on Union, through Forest Park to Hampton, South on Hampton, West on Arsenal, North on Skinker.

2.3.2. If these routes are traced, one can recognize that they are in a circular pattern. Whether or not one enters from the north or south, the route can be traveled using the circular method. The only thing that will change is the starting and ending point of any given route. Each route will be in the direction indicated irregardless of the starting point. It appears that the only districts entering from the north will be Hazelwood, Pattonville and Ritenour. All others would enter the city from the south.

2.3.3. The stop locations will be approximately every three (3) or four (4) blocks. If the desegregation coordinator has concerns regarding stop locations, the transportation staff will cooperate within reasonable parameters.

2.4. Service will be provided for a maximum of two (2) after school activity pickup times within each district. If requested, service will be provided at each junior and senior high building at both pickup times. The early pickup will be developed to primarily serve the junior high students, while the late pickup will be developed to primarily serve the high school students. The time of pickup will be jointly determined by the Assistant Director of Pupil Transportation and the school district.

2.5. Students who miss the bus will <u>not</u> be provided any additional service.

3. Activity transportation on school days - St. Louis City Schools

3.1. The after school activity transportation will be scheduled by the desegregation transportation staff. It will be the principal or program coordinator's responsibility, at the building level, to complete an After School Activity Transportation Request Form (see Exhibit 8) at least five (5) days prior to needing the service. These routes will be customized for a group of buildings and will run on a consistent daily basis unless changes are given to the Desegregation Transportation Office on the Activity Request Form. An activity transportation request must be completed with all students and their dropoff point (mag stop) identified, at least five (5) days prior to the date the service will be needed.

3.2. Instructions for completing the form:

3.2.1. Mark X NONSCHOOL DAY ACTIVITY.

3.2.2. School departure time must be specified.

3.2.3. The date service is to be provided must be specified for the first student under effective date.

3.2.4. If a route number has been assigned previously, it should be listed.

3.2.5. If a route number should be assigned, mark Yes.

3.2.6. If a route number has not been assigned, all students should be listed.

4. Activity transportation on nonschool days and late night

4.1. Transportation to and from nonschool day activities and late night activities will be provided under the following conditions:

4.1.1. For non school day activity transportation, the students must be required to attend a practice session or participate in a contest or performance.

4.1.2. For late night activity transportation, the students must be required to attend the

activity for participation in a contest or performance.

4.1.3. The contact person must forward a completed ACTIVITY TRANSPORTATION REQUEST form (See Exhibit 9 and 10) to the Desegregation Transportation Office at least five (5) working days prior to the date of the activity.

4.1.4. All nonschool day and late night activity transportation will be provided by taxi cabs.

4.1.5. Instructions for completing the form:

4.1.5.1. Mark X NONSCHOOL DAY ACTIVITY or X for LATE NIGHT ACTIVITY.

4.1.5.2. For non school day activity, specify the time students must arrive at school and will call for the return trip. For late night activities, specify will call for pick-up time.

4.1.5.3. The date service is to be provided must be specified. For repeated service, each date must be shown on a separate form.

4.1.5.4. For a team or group that will require repeated service, the Desegregation Transportation Office will assign a route number. The Desegregation Coordinator should call the Desegregation Transportation Office for a route number to be assigned before the first request for transporation is submitted.

4.1.5.5. On each request form for a team or group, the Administrator must list the assigned route number, date, time, place and student names and addresses that need transportation on that date. (See Exhibit 9 and 10).

4.1.5.6. A school official must telephone St. Louis County Cab at the time service is required, and reaffirm the students to be transported before the taxi will be dispatched.

SPECIAL EXTRACURRICULAR ACTIVITY TRANSPORTATION

This component is designed to provide transportation services to transfer students participating in school sponsored activities that cannot be accomplished through the regular transportation system. The State and VICC have determined a maximum expenditure for this component that fluctuates with the enrollments and budget. The Transportation Subcommittee of the VICC allocates an amount for each district annually. If problems are encountered with the amount allocated, the district desegregation coordinator should contact the VICC office.

1. Procedures

1.1. Each school district will schedule its own Special Extracurrricular Activity Transportation. Each district will have its budgeted amount and will keep a continuous record in order to stay within the amount requested.

1.2. When service is needed, the following transportation companies and persons should be contacted.

1.2.1. If a cab is needed, Harold Braumbaugh, ABC Cab, at 427-6788 or Mary Gregerson, County Cab, at 991-5544 should be contacted. Both have been authorized to open accounts with school districts. The district will make all arrangements with the cab company. If a bus is needed, contact the assigned contractor for your district.

1.3. The transporting company will submit a monthly bill to the district by the 25th of the month. The district will then submit a monthly bill to the State with back-up data on the last working day of the month. The State will pay the cab or bus company.

STUDENT DISCIPLINE

1. Students will be expected to observe general classroom conduct while being transported.

2. The following general rules shall be observed by all students:

   2.1. Pupils are under the authority of the bus driver. Pupils must obey the driver promptly and cheerfully.

   2.2. No smoking or lighting of matches is permitted on the bus by anyone at any time while students are on the bus.

   2.3. "Rough-housing" on the bus is prohibited.

   2.4. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. Loud or vulgar language is prohibited.

   2.5. Pupils must not at any time extend hands, arms or head out of the bus window.

   2.6. Pupils must not try to get on, off or move about the bus while the bus is in motion.

   2.7. Pupils must observe directions of the driver while leaving the bus.

   2.8. Pupils shall keep the bus clean and refrain from damaging it. Any damage to the bus should be reported at once to the driver.

   2.9. Pupils must keep their feet off the seats.

   2.10. Pupils must keep sharp objects off the seats.

   2.11. Pupils must not throw objects about in the bus or out of the bus window.

   2.12. When pupils must cross the road to board the bus, the driver should signal when it is safe to do so and the children should proceed to cross the street in front of the bus.

   2.13. Pupils who must cross the street when leaving the bus must walk to the front of the bus and stand about four paces in front of the bus in line with the right front fender and wait for a signal from the driver to cross the road.

2.14. Students must arrive at their pickup location at least ten (10) minutes prior to the scheduled pickup time and remain there for approximately fifteen (15) minutes after that time if the bus has not arrived.

2.15. When buses are being loaded, pupils are to board in an orderly manner. Each student has been assigned to a pickup location. At no time will the driver allow anyone to get on or off at other than their designated pickup location.

2.16. Pupils should never stand in the roadway while waiting for the bus.

2.17. Unnecessary conversation with the driver is prohibited.

2.18. Students leaving school property without authorization may not return to school to ride the bus home. THERE WILL BE NO EXCEPTIONS.

3. Principals will be requested to administer discipline as they would for resident students.

4. Bus and taxi drivers are required to complete the Pupil Transportation Safety Violation Report Form (See Exhibit 11) when an infraction occurs. This form is to be given to the principal for disposition.

4.1. The principal should complete the bottom portion of the form and send it to the Desegregation Transportation Office when this disposition is complete.

4.2. If a disciplinary incident is serious in nature, the Desegregation Transportation Office should be contacted.

4.3. When a student is suspended from school or desegregation transportation, it is the responsibility of the school principal to call the Desegregation Transportation Office of the student's name, school bus or taxi route number, duration of time the student is suspended from transportation and the date service is to be reinstated. Desegregation transportation personnel will notify the appropriate contractor of the suspended student and the dates of the suspension.

5. The Assistant Director of Pupil Transportation may consult with principals or other district officials regarding the disposition of discipline problems and shall have the

authority to take action in emergency or chronic situations to protect the safety and welfare of the transfer students.

6. Transportation will be provided to students required to stay after school for disciplinary reasons by the regularly scheduled after school activity route if authorized by the principal.

INCLEMENT WEATHER AND EMERGENCY SCHOOL CLOSING PROCEDURES

1. The Voluntary Desegregation Transportation Program will provide service to a district whenever schools are scheduled to operate, if it can be done safely. For this reason, the appropriate school district official must notify the Desegregation Transportation Office (821-8176 or 821-6901 unlisted) before 5:30 A.M. if school is cancelled. If no answer, notify Dennis Hamann (home phone 343-4429). It is imperative that notification of cancellation or possible cancellation be made prior to 5:30 A.M. to ensure that notification to contractors and the media can be made in a timely manner.

2. Because the entire metropolitan area is involved, there may be times when it is dangerous to transport students in one part of St. Louis County and safe in St. Louis City or vice versa. When this occurs, desegregation transportation personnel will notify the appropriate school officials when a decision is made to cancel certain routes. Cancellation of transportation service when school is scheduled will occur only when the SAFETY of students is jeopardized.

3. If a district cancels classes early, the Desegregation Transportation Office shall be notified as quickly as possible. Depending on circumstances, it may require between 1 1/2 and 2 hours to get buses to school for early pickup. Some buses operate routes to more than one district and problems arise when one district cancels early and another doesn't. Students will need to wait inside the building until their bus arrives.

4. If a district announces that it will operate on a late starting snow schedule, the desegregation transportation buses will operate on a regular time and pickup schedule. Students shall be notified that late starting snow schedules do not affect their bus pickup times but will affect their afternoon schedule. The routes will be run after school is dismissed and parents must be notified that students will arrive home later than normal.

5. If a district cancels classes for the following day, the Desegregation Transportation Office must be notified so contractors can be notified.

6. If classes within a district or building are cancelled due to a building emergency, an appropriate district official must notify the Desegregation Transportation Office prior to 5:30 A.M. if possible, but in any case notification shall be made as early as possible. The school district is responsible for notifying students if their building is closed.

7. Students shall be notified in advance of the television and radio stations which will carry information on school closings.

8. Responsibilities of Receiving School Districts

   8.1. Notify students of news media which will carry information on school cancellations.

   8.2. Notify the Desegregation Transportation Office (821-8176 or 821-6901 unlisted) prior to 5:30 A.M. if school is cancelled or it is questionable. If no answer, notify Dennis Hamann (home phone 343-4429), or David Petersen (home phone 644-2338).

   8.3. Notify Desegregation Transportation Office as early as possible concerning early school closing or other emergency closings.

   8.4. Determine if it is appropriate to transport students to a centralized building, if conditions warrant, and notify the Desegregation Transportation Office accordingly.

   8.5. Notify students that late starting snow schedules do not change their pickup time or stop, but will make the afternoon routes later than normal.

   8.6. Notify students if a building emergency causes cancellation of a single building.

9. Responsibilities of State

   9.1. Notify appropriate school officials when buses cannot be operated safely.

   9.2. Notify students of news media which will carry information on transportation service cancellations.

   9.3. Notify news media if voluntary desegregation bus service to certain school districts will not operate.

SCHOOL BUS AND TAXI CAB ACCIDENTS

1. The Desegregation Transportation Office is to be notified immediately by the contractor when vehicles are involved in an accident while transporting students.

2. The Desegregation Transportation Office will immediately notify the receiving school district and the parents of the accident and the expected arrival time of students.

3. All contractors are required to be sufficiently insured. The contractor's insurance carrier, through the contractor, will make insurance forms available to parents when the need arises.

4. Necessary follow-up will be continued by the desegregation transportation staff with parents, school administrators and the contractor.

5. The driver of the vehicle is required to take the following actions when involved in an accident.

    5.1. Care for students.

    5.2. Request necessary help (ambulance and/or police).

    5.3. Notify the contract manager.

EXHIBIT 1

Missouri Department of Elementary & Secondary Education
Voluntary Desegregation Transportation
100 North Sappington Road
Kirkwood, Missouri 63122

DEAR PARENT:
PLEASE READ CAREFULLY AND REVIEW WITH YOUR CHILD. DESCRIPTION OF DATA GIVEN BELOW IS ON THE BACK OF THIS CARD.

THANK YOU

RETURN POSTAGE GUARANTEED

CARRY THIS IDENTIFICATION CARD

Missouri Department of Elementary and Secondary Education
VOLUNTARY DESEGREGATION TRANSPORTATION

DATE SERVICE WILL BEGIN _____
NAME _____
ADDRESS _____
SCHOOL _____
ROUTE NO. A.M. _____ P.M. _____
APPROXIMATE PICK-UP TIME _____
PICK-UP LOCATION _____
_____ _____
TRANSPORTER _____

TO THE PARENTS OF...

DEAR PARENT:

TRANSPORTATION SERVICES FOR STUDENTS PARTICIPATING IN THE VOLUNTARY DESEGREGATION PROGRAM WILL BE PROVIDED BY THE STATE'S VOLUNTARY DESEGREGATION TRANSPORTATION OFFICE, 100 N. SAPPINGTON ROAD, KIRKWOOD, MISSOURI 63122, TELEPHONE NUMBER 314/821-8176. IF QUESTIONS ARISE RELATIVE TO THE TRANSPORTATION ARRANGEMENTS MADE FOR YOUR CHILD OR IF YOU ARE PLANNING A CHANGE OF RESIDENCE, PLEASE NOTIFY THE PRINCIPAL AT THE BUILDING YOUR CHILD ATTENDS. ADVANCE NOTIFICATION WILL AVOID A DISRUPTION IN TRANSPORTATION SERVICE.

DATA DESCRIPTION:

SCHOOL...
THE SCHOOL YOUR CHILD ATTENDS AND TO WHICH YOUR CHILD WILL BE TRANSPORTED EACH DAY.

ROUTE NUMBER...
THE NUMBER OF THE ROUTE TO WHICH YOUR CHILD HAS BEEN ASSIGNED WILL APPEAR IN THE WINDOW TO THE LEFT OF THE DOOR.

THIS IS NOT THE BUS NUMBER.

APPROXIMATE PICK-UP TIME...
APPROXIMATE TIME AT WHICH YOUR CHILD WILL BE PICKED UP EACH DAY.

PICK-UP LOCATION...
THE PLACE AT WHICH YOUR CHILD WILL BE PICKED UP AND DISCHARGED

Students must show their pass upon entering bus and when requested by the driver.

The driver is in charge of the pupils and bus, and students must obey him promptly and cheerfully.

Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.

Classroom conduct is to be observed by pupils while riding the bus except for ordinary conversation. Misconduct will mean denial of right to ride the bus.

EXHIBIT 2

26

260-001-01
3-86

FOR STATE USE ONLY
Student Number:

☒ ADD
☐ CHANGE
☐ DELETE

State of Missouri
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
100 North Sappington Road
Kirkwood, Missouri 63122

Voluntary Desegregation Transportation Program
PUPIL DATA FORM

Instructions: Complete Part I and Part II. Please type or print all information. Return white and green copies to the Desegregation Transportation Office; yellow and pink copies to the Coordinating Committee; retain gold copy for district records.

I. PUPIL DATA

Date: September 2, 1986

Name of Student: Smith (Last) Joe (First) K. (M.I.)

Street Address: 3303 Knight

City: St. Louis Zip Code: 63104

Home Telephone Number: 382-4762

Emergency Telephone Number: 382-6662

Grade: 11 Birth Date: 01 (Month) / 22 (Day) / 69 (Year)

Kindergarten Session: AM _____ PM _____ ALL DAY _____

II. SCHOOL DATA

School District Attending: Pattonville (Name of District) 096 — 090 (Co. Dist. Code)

Building Attending: High School 1 0 5 0 (Building Code)

2497 Creve Coeur Mill Road (Street Address, City and Zip Code)

Public School District of Residence: St. Louis (Name) 115 — 115 (Co. Dist. Code)

THIS SECTION FOR DEPARTMENT OF EDUCATION USE ONLY:

Effective Date: ___ (Month) / ___ (Day) / ___ (Year)

A.M. Route Number: _____ Pickup Time: _____

P.M. Route Number: _____ Contractor Number: _____

Mag Stop Number: _____

Type of Service: School Bus (1) _____ Taxi (2) _____ Private Automobile (3) _____ Transit Bus (4) _____

Date of Request for Transportation: ___ (Month) / ___ (Day) / ___ (Year)

Revision Effective Date: ___ (Month) / ___ (Day) / ___ (Year)

Revised A.M. Route Number: _____ Revised Pickup Time: _____

Revised P.M. Route Number: _____ Revised Contractor Number: _____

Revised Mag Stop Number: _____

Revised Type of Service: School Bus (1) _____ Taxi (2) _____ Private Automobile (3) _____ Transit Bus (4) _____

Date of Request for Revision: ___ (Month) / ___ (Day) / ___ (Year)

MO 500-0033 (2-86)

EXHIBIT 3

360-001-01
3-86

FOR STATE USE ONLY
Student Number:

☐ ADD
☒ CHANGE
☐ DELETE

State of Missouri
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
100 North Sappington Road
Kirkwood, Missouri 63122

Voluntary Desegregation Transportation Program
PUPIL DATA FORM

Instructions: Complete Part I and Part II. Please type or print all information. Return white and green copies to the Desegregation Transportation Office; yellow and pink copies to the Coordinating Committee; retain gold copy for district records.

I. PUPIL DATA

Date: September 8, 1986

Name of Student: Doe (Last) John (First) B. (M.I.)

Street Address: 3514 Elm

City: _____ Zip Code: 63412

Home Telephone Number: _____

Emergency Telephone Number: _____

Grade: _____ Birth Date: 02 (Month) / 05 (Day) / 69 (Year)

Kindergarten Session: AM _____ PM _____ ALL DAY _____

II. SCHOOL DATA

School District Attending: Pattonville (Name of District) 096 090 (Co. Dist. Code)

Building Attending: High School 1 0 5 0 (Building Code)

(Street Address, City and Zip Code)

Public School District of Residence: _____ (Name) _____ (Co. Dist. Code)

THIS SECTION FOR DEPARTMENT OF EDUCATION USE ONLY:

Effective Date: ___ (Month) / ___ (Day) / ___ (Year)

A.M. Route Number: _____ Pickup Time: _____

P.M. Route Number: _____ Contractor Number: _____

Mag Stop Number: _____

Type of Service: School Bus ___ (1) Taxi ___ (2) Private Automobile ___ (3) Transit Bus ___ (4)

Date of Request for Transportation: ___ (Month) / ___ (Day) / ___ (Year)

Revision Effective Date: ___ (Month) / ___ (Day) / ___ (Year)

Revised A.M. Route Number: _____ Revised Pickup Time: _____

Revised P.M. Route Number: _____ Revised Contractor Number: _____

Revised Mag Stop Number: _____

Revised Type of Service: School Bus ___ (1) Taxi ___ (2) Private Automobile ___ (3) Transit Bus ___ (4)

Date of Request for Revision: ___ (Month) / ___ (Day) / ___ (Year)

MO 500-0033 (2-86)

EXHIBIT 4

28 260-001-01 3-86

FOR STATE USE ONLY
Student Number:

☐ ADD
☐ CHANGE
☒ DELETE

State of Missouri
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
100 North Sappington Road
Kirkwood, Missouri 63122

Voluntary Desegregation Transportation Program
PUPIL DATA FORM

Instructions: Complete Part I and Part II. Please type or print all information. Return white and green copies to the Desegregation Transportation Office; yellow and pink copies to the Coordinating Committee; retain gold copy for district records.

I. PUPIL DATA

Date: September 11, 1986

Name of Student: Smith (Last) John (First) E. (M I)

Street Address: 1111 Adams Street

City: _____ Zip Code: 63104

Home Telephone Number: _____

Emergency Telephone Number: _____

Grade: _____ Birth Date: 09 (Month) / 18 (Day) / 69 (Year)

Kindergarten Session: AM _____ PM _____ ALL DAY _____

II. SCHOOL DATA

School District Attending: Pattonville (Name of District) 096 — 090 (Co. Dist. Code)

Building Attending: High School 1 0 5 0 (Building Code)

(Street Address, City and Zip Code)

Public School District of Residence: _____ (Name) _____ (Co. Dist. Code)

THIS SECTION FOR DEPARTMENT OF EDUCATION USE ONLY:

Effective Date: ___ (Month) / ___ (Day) / ___ (Year)

A.M. Route Number: _____ Pickup Time: _____

P.M. Route Number: _____ Contractor Number: _____

Mag Stop Number: _____

Type of Service: School Bus ___ (1) Taxi ___ (2) Private Automobile ___ (3) Transit Bus ___ (4)

Date of Request for Transportation: ___ (Month) / ___ (Day) / ___ (Year)

Revision Effective Date: ___ (Month) / ___ (Day) / ___ (Year)

Revised A.M. Route Number: _____ Revised Pickup Time: _____

Revised P.M. Route Number: _____ Revised Contractor Number: _____

Revised Mag Stop Number: _____

Revised Type of Service: School Bus ___ (1) Taxi ___ (2) Private Automobile ___ (3) Transit Bus ___ (4)

Date of Request for Revision: ___ (Month) / ___ (Day) / ___ (Year)

MO 500-0033 (2-86)

EXHIBIT 5

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Voluntary Desegregation Transportation
100 North Sappington Road
Kirkwood, Missouri 63122
Ph. 821-8176

Illness Transportation By Taxi Cab

Principal must contact taxi company currently under contract to State. Principal retain white copy. Taxi Driver given yellow copy. Taxi Company to send yellow copy to Desegregation Office with monthly billing.

Date of Service December 11, 1986

Cab Company Name County Cab

Cab Number _____

Trip Number _____

Student Name Mary Jones

Home Address 1312 Elm, St. Louis

Phone 672-6745

Pickup Location *(school name)* Lyon 7417 Vermont

_____

Signature of Person Receiving Student _____

Driver Signature _____

EXHIBIT 6

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Voluntary Desegregation Transportation

100 North Sappington Road

Kirkwood, Missouri 63122

Ph. 821-8176

Request for Part Time Program and Field Trip Transportation

PRINCIPAL or PROGRAM COORDINATOR: Send all copies except the gold copy to the Desegregation Transportation Office at least ten (10) days prior to trip.

Part I—To be completed by individual requesting service.

Date of Trip: 10-6-86

District(s): St. Louis
Kirkwood

	Name	Grade(s)	Address	Scheduled Departure Time	Scheduled Return Time
School #1	Mason	5	6031 Southwest, St. Louis	9:15 A.M.	1:50 P.M.
School #2	Tillman	5	230 Quan Ave., Kirkwood	9:45 A.M.	1:20 P.M.
School #3					

	Name	Grade(s)	Address	Scheduled Arrival Time	Scheduled Departure Time
Destination #1	Magic House		516 S. Kirkwood, Kirkwood	10:05 A.M.	1:00 P.M.
Destination #2					
Destination #3					

Number of Pupils: School #1 22 #2 20 #3 ____

Number of Adults: #1 2 #2 2 #3 ____

Faculty Sponsor: Helen Smith

Program Title: Pairing and Sharing

Request Date: 9-9-86

Signature: _____

Part II—To be completed by bus driver. *(All information must be given)*

Bus Number	Begin Mileage	Leave Time	End Mileage	Return Time

	Arrival Mileage	Bus Arrival Time	Bus Return Time
School #1			
School #2			
School #3			

	Bus Arrival Time	Bus Departure Time
Destination #1		
Destination #2		
Destination #3		

Pupil Count (B)	Pupil Count (W)	Total Trip Miles	Total Trip Time Live	Total Trip Time Waiting

Total Trip Charge: $ _____

Driver Assigned: _____

Driver Signature: _____

Trip Completion Time: _____

School Official Signature: _____

Part III—FOR STATE USE ONLY

AT #: _____ Number of Buses: _____ Capacity of Buses: _____ Date Scheduled: _____

Scheduled With: _____ Contractor: _____ INT: _____

EXHIBIT 7

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
VOLUNTARY DESEGREGATION TRANSPORTATION
100 NORTH SAPPINGTON ROAD, KIRKWOOD, MISSOURI 63122
PHONE 314/821-8176

BEFORE SCHOOL TRANSPORTATION REPORT

This form should be completed on a daily basis to substantiate all taxi cab orders for students participating in school sponsored activities prior to the beginning of school. Only a single round trip per day per student is authorized. When the order is placed, the taxi company will provide a trip number. The trip number must be listed on each order placed. All forms for a district should be sent at the same time to the Desegregation Transportation Office when the school year begins.

District Name KIRKWOOD Building Name KIRKWOOD HIGH

Date Service Provided August 18, 1986

Trip Number: 17872 **Company:** St. Louis County Cab XX

Students Name	Address	Pickup Time	Activity	Ordered By
1. Jim Smith	1422 Elm	6:30	Football Practice	Jim Hurst
2. Elmer Jones	2240 Elm	6:40	Football Practice	Jim Hurst
3.				
4.				

Trip Number: 17873 **Company:** St. Louis County Cab XX

Students Name	Address	Pickup Time	Activity	Ordered By
1. Shelia Horn	2244 Hurst	8:30	Cross Country Practice	Cheryl Brummel
2.				
3.				
4.				

Trip Number: _____ **Company:** St. Louis County Cab _____

Students Name	Address	Pickup Time	Activity	Ordered By
1.				
2.				
3.				
4.				

MO 500-0014 (7-86) (OVER)

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
VOLUNTARY DESEGREGATION TRANSPORTATION
100 NORTH SAPPINGTON ROAD, KIRKWOOD, MISSOURI 63122
PHONE 314/821-8176

ACTIVITY TRANSPORTATION REQUEST

INSTRUCTIONS: *Principal or Program Coordinator shall complete this form and forward to the Desegregation Transportation Office at least five (5) working days prior to the effective date. Return white, green, yellow and pink copies to the Desegregation Transportation Office; retain gold copy for district records.*

☐ **Late Night Activity**

Departure Time at School _____
Date of Activity _____
Activity _____
_____

☒ **Non-School-Day Activity**

Requested Arrival Time at School _____
Pickup Time at School 5:45 P.M.
Date of Activity Daily - 10/15 thru 11/15
Activity Varsity Girls Volleyball Practice

School District St. Louis
Building Name McKinley
Pickup Location *(be specific)* In front of Gym - 324 Elm Street

Name of Coach Odom
Home Phone 555-0202

If this team or group of students will require repeated service, should a route number be assigned? ☐ Yes ☐ No

If this team or group of students have been assigned a route number, please specify. MMC301

The name and address of each student to be transported must be listed below:

	STUDENT NAME	ADDRESS		STUDENT NAME	ADDRESS
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

9/10/86
Date of Request

Jill Odom
Program Coordinator Signature

FOR STATE USE ONLY

Contractor _____
Router's Signature _____
Date Contractor Notified _____
Payment Authorized _____

MO 500-0022 (7-86)

EXHIBIT 10

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
VOLUNTARY DESEGREGATION TRANSPORTATION
100 NORTH SAPPINGTON ROAD, KIRKWOOD, MISSOURI 63122
PHONE 314/821-8176

ACTIVITY TRANSPORTATION REQUEST

INSTRUCTIONS: *Principal or Program Coordinator shall complete this form and forward to the Desegregation Transportation Office at least five (5) working days prior to the effective date. Return white, green, yellow and pink copies to the Desegregation Transportation Office; retain gold copy for district records.*

☒ **Late Night Activity**

Departure Time at School: Will Call
Date of Activity: 10/10/86
Activity: Varsity Football Game

☐ **Non-School-Day Activity**

Requested Arrival Time at School: _____
Pickup Time at School: _____
Date of Activity: _____
Activity: _____

School District: Affton
Building Name: High School
Pickup Location *(be specific)*: Elm in front of stadium by flag pole

Name of Coach: Smith
Home Phone: 555-0303

If this team or group of students will require repeated service, should a route number be assigned? ☒ Yes ☐ No

If this team or group of students have been assigned a route number, please specify. _____

The name and address of each student to be transported must be listed below:

	STUDENT NAME	ADDRESS		STUDENT NAME	ADDRESS
1.	Jim Smith	222 Elm	21.		
2.	Jerry Jones	422 Brady	22.		
3.	Elmer Smith	1042 Hurst	23.		
4.	Lenny Watkins	1744 Adams	24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

9/15/86
Date of Request

Jim Smith
Program Coordinator Signature

FOR STATE USE ONLY

Contractor: _____
Router's Signature: _____
Date Contractor Notified: _____
Payment Authorized: _____

MO 500-0022 (7-86)

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
VOLUNTARY DESEGREGATION TRANSPORTATION
100 NORTH SAPPINGTON ROAD, KIRKWOOD, MISSOURI 63122
PHONE 314/821-8176

ACTIVITY TRANSPORTATION REQUEST

INSTRUCTIONS: *Principal or Program Coordinator shall complete this form and forward to the Desegregation Transportation Office at least five (5) working days prior to the effective date. Return white, green, yellow and pink copies to the Desegregation Transportation Office; retain gold copy for district records.*

☒ **Late Night Activity**

Departure Time at School: Will Call
Date of Activity: 10/15/86
Activity: Varsity Football Game

☐ **Non-School-Day Activity**

Requested Arrival Time at School: _____
Pickup Time at School: _____
Date of Activity: _____
Activity: _____

School District: Affton
Building Name: High School
Pickup Location *(be specific)*: Elm in front of stadium by flag pole

Name of Coach: Smith
Home Phone: 555-0303

If this team or group of students will require repeated service, should a route number be assigned? ☐ Yes ☐ No

If this team or group of students have been assigned a route number, please specify: USE301

The name and address of each student to be transported must be listed below:

	STUDENT NAME	ADDRESS		STUDENT NAME	ADDRESS
1.	Jim Smith	222 Elm	21.		
2.	Jerry Jones	422 Brady	22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

9/19/86
Date of Request

Jim Smith
Program Coordinator Signature

FOR STATE USE ONLY

Contractor: _____
Router's Signature: _____
Date Contractor Notified: _____
Payment Authorized: _____

MO 500-0022 (7-86)

Exhibit 12

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Voluntary Desegregation Transportation
100 North Sappington Road
Kirkwood, Missouri 63122
Ph. 821-8176

Pupil Transportation Safety Violation Report

To Be Completed By Driver Immediately: White and yellow copies to Principal; pink copy to Desegregation Transportation Office; gold copy to Contractor.

Pupil John Doe School Mason

Driver Bill Smith

Date December 16, 1986 Route MMA001 ☒ a.m. ☐ p.m.

Contractor M-K

1. ☐ Moving around while bus was in motion
2. ☐ Sticking head or hands out of window
3. ☐ Throwing objects out of window
4. ☐ Unusual loud talking or undue noise
5. ☐ Tampering with bus or some of its equipment
6. ☒ Smoking on bus
7. ☐ Scuffling or fighting on the bus
8. ☒ Using obscene language
9. ☐ Littering on the bus
10. ☐ Disturbing others
11. ☐ Other

Driver's Comments *(Be Specific)* John said a vulgar word when told not to smoke.

TO BE COMPLETED BY PRINCIPAL

When disposition is complete, return the yellow copy to the Desegregation Transportation Supervisor. On matters serious in nature, please contact the Desegregation Transportation Supervisor.

Date December 16, 1986

☐ Conference with student
☒ Conference with parent
☐ Letter to parent
☐ Phone parent
☐ Suspended _____ days from bus *(notify Desegregation Transportation by phone)*.
Date: from _____ to _____.

Principal's Comments Suspension will result on next infraction.

Signature _____ Date December 16, 1986